

VACANCY ANNOUNCEMENT NUMBER: 02-015

POSITION (Title, Series, Grade): Special Assistant, GS-301-7

SALARY: \$31,397 - \$40,818 Per Annum

PROMOTION POTENTIAL: GS-9

NUMBER OF POSITIONS TO BE FILLED: 1

OPENING DATE: 12/09/02

CLOSING DATE: Open Until Filled	1 st Cut-off: December 23, 2002
	2 nd Cut-off: January 7, 2003
	3 rd Cut-off: January 22, 2003
	4 th Cut-off: February 3, 2003
	5 th Cut-off: February 17, 2003

TRAVEL REQUIRED: NONE

AREA OF CONSIDERATION: OUTSTANDING SCHOLARS NATIONWIDE and ICTAP CANDIDATES IN THE LOCAL COMMUTING AREA.

APPOINTMENT: PERMANENT

WORK SCHEDULE: FULL TIME

DUTY LOCATION: Washington, DC

FOR MORE INFORMATION CONTACT: Richard L. Woods, (202) 208-8000, Ext. 1226.

SPECIAL CONDITIONS AFFECTING THIS ANNOUNCEMENT:

Travel, transportation, and relocation expenses are not authorized and will not be paid.

If you are a Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) eligible, you may apply for a special selection priority for this position. To be well-qualified and receive selection priority for this vacancy, eligible displaced and surplus Federal employees must meet the Outstanding Scholar qualifications criteria.

As an Outstanding Scholar, you cannot be appointed until you have actually become a “college graduate”, however, you may be given conditional offers pending graduation.

MAJOR DUTIES:

This position is located in the Office of General Counsel and Legal Policy, U.S. Office of Government Ethics. You will serve as the Special Assistant to the General Counsel performing the following duties: screening calls and visitors to the General Counsel's office; personally handling many requests for information and resolving or assisting in resolving a variety of issues; maintaining the General Counsel's calendar, rescheduling meetings when necessary; ensuring the General Counsel's travel arrangements are processed appropriately; developing and providing maintenance for an effective and easily accountable filing system, which includes sensitive documents; conducting research assignments related to conflicts of interest issues, financial disclosure and various other issues related to Agency mission; responding to Freedom of Information Act (FOIA) requests and other documentary requests; preparing documents for public inspection through the Government Printing Office; preparing Agency informal advisory opinions and prosecution survey; assisting the General Counsel on confidential issues of a sensitive nature, including labor relations matters, violations of criminal laws, and cases before the Equal Employment Opportunity Commission, the Merit Systems Protection Board, and the Federal Labor Relations Authority.

QUALIFICATIONS REQUIRED:

You must possess a baccalaureate degree from an accredited college and must have maintained a grade-point average (GPA) of 3.5 or better on a 4.0 scale for all undergraduate courses completed towards a baccalaureate degree or in the upper 10% of their class or major university subdivision. For class standing to be used, it must be determined formally by the college, school, or university.

You cannot use graduate school grades in calculating the GPA. There is also a requirement to use grades received in all undergraduate courses leading to the degree. This would include courses from all undergraduate schools attended, not just courses taken at the school providing the degree.

You must have one year of specialized experience equivalent to the next lower grade level, which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Experience is typically in or related to the work of the position to be filled.

You must meet both the eligibility requirements for the Outstanding Scholars Program and the qualification standards for the position.

METHOD FOR EVALUATING CANDIDATES:

You will be evaluated on the basis of the quality and extent of their experience, education, and GPA.

For those of you who have special selection rights under the CTAP or ICTAP, you must be well-qualified for the position to receive consideration for special priority selection. As a CTAP or

ICTAP eligible, you will be considered well-qualified if you meet the following: OPM qualification standards for the position; all selective factors, where applicable; special qualifying conditions that OPM has approved for the position; are physically qualified with reasonable accommodation, where appropriate, to satisfactorily perform the duties of the position upon entry; and are rated by the organization at least at the third level rating system on all quality ranking factors, if applicable. For more information on CTAP/ICTAP eligibility requirements, please visit the website which can be accessed at <http://www.opm.gov/ctap/index.htm>.

PAY, BENEFITS, AND WORK SCHEDULE:

All federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This position will be filled on a permanent basis.

This position may require completion of a one year probationary period.

CONDITIONS OF EMPLOYMENT

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non citizens only in very limited circumstances where there are no qualified citizens available for the position.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

This is not a drug-testing designated position.

Government facilities are required to provide a smoke free environment for their employees.

Smoking will be permitted only in designated areas.

OTHER INFORMATION:

Time-in-grade restrictions must be met by the closing date of the announcement.

First consideration will be given to CTAP and ICTAP eligibles.

Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote you at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher level duties.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants' who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials, will result in your application not being processed.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

You must meet all qualification requirements by the closing date of the announcement.

The Office of Government Ethics provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please us. The decision on granting reasonable accommodation will be on a case-by-case basis.

Privacy Act Notice (PL 93-579): The Office of Personnel Management and other Federal Agencies rate applicants for Federal jobs under authority of sections 1104, 1302, 3301, 3304, 3361, 3393, and 3394 of Title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

HOW TO APPLY:

Failure to submit all required documents and other information requested by the closing date of this announcement may result in your not receiving full consideration. Your qualifications will be evaluated solely on the information submitted in their applications. Materials submitted as part of your application will not be returned.

Please do not submit your application package in a notebook or binder with extraneous information. Your application should provide sufficient information to enable Human Resources to properly evaluate your application against the Qualification Standards, time-in-grade, and/or time after competitive appointment restrictions.

You may apply by submitting a Resume, "Optional Application for Federal Employment" (OF-612) or any other application you choose, including an SF-171, Application for Federal Employment. Job finalists will be asked to complete an Optional Form 306, Declaration for Federal Employment, to determine their suitability for Federal employment and to authorize a background investigation. If you decide to submit any other format other than the OF-612 or SF-171, the following information must be included (in addition to specific information requested elsewhere in this vacancy announcement): Announcement number, title and grade(s) of the position for which you are applying; full name, mailing address (with ZIP Code), day and evening phone numbers (with area code); country of citizenship; veteran's preference, and social security number. Applications should include all experience, education, training, self-development, awards, commendations, outside activities, or other information relevant to the

announced vacancy.

If you are a Federal employee seeking CTAP or ICTAP eligibility, you must submit proof that you meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes proof of eligibility such as a copy of your RIF separation notice; a copy of your most recent Performance Rating and a copy of your most recent SF-50 showing separation as result of RIF; or other agency notification. Places annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

To claim veteran's preference, you must submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If you are a Veteran claiming 10-point preference, you must also attach an SF-15, Application for 10-Point Veteran's Preference, as well as the proof required by that Form.

You must submit an **OFFICIAL** college transcript that reflects all of your undergraduate courses and grades received. Unofficial student copies of transcripts are acceptable at the time of application. However, the official transcript must be provided before final selection can be made. If you have graduated in the upper ten percent of your class or major university subdivision and are using this as the basis for qualification under the Outstanding Scholar Program, please provide proof at the time of application.

If you are a male over the age of 18 and born after December 31, 1959, you must indicate on your application that you have registered with the Selective Service System (or have an exception) to be eligible for a Federal job.

SEND APPLICATION TO:

U.S. Office of Government Ethics, ATTN: Richard L. Woods, 1201 New York Avenue, NW, Suite 500, Washington, DC 20005-3917.

Please indicate the announcement number on the application materials as well as the envelope. Applications sent at Government's expense will not receive consideration.

If your application is submitted by mail, it must be postmarked by closing date of the announcement and received within five (5) working days.

If your application is hand delivered, it must be received by close of business of the closing date of the announcement.

If your application is faxed, it must be faxed by the closing date of the announcement. You may fax your applications to (202) 208-8036.

The U.S. Office of Government Ethics is an Equal Opportunity Employer.

Selection will be made without regard to race, color, religion, sex, national origin, political

affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization, personal favoritism or any other non-merit factors.